

IRB Committee Minutes
3 February 2005

Members present: Roger Allen, John Finney, Robin Foster, Judith Kay, Yvonne Swinth, and John Woodward.

I. Business

1. IRB members approved the December 2 minutes.
2. No current IRB proposals to review

II. Other Business

1. Progress Reporting for Approved Projects.

The form and accompanying letter for progress reporting of approved projects was shared. The letter and form will be sent with project approvals. PI will complete the form and turn it in with the final report when the project is completed.

ACTION: Roger Allen will send a memo to all department IRB designees regarding this procedural change.

2. IRB Website

Reviewed current IRB web pages. Discussed the following:

Discussion	Action
-Need to make sure links are accurate	-Robin will check prior to next meeting
-Need to update names of dept. designees	-Roger will do prior to next meeting
-Need to update pg. on Ethical Care and Use of Animals in Research -Recommend that this page be set-up so that it is accessed through the animal welfare committee page	-Robin will talk to Alyce DeMaries to address update
-Need update to current forms -Consider including samples of completed forms/protocols	-Ongoing discussion
-Need to add info on guidelines for reporting progress (procedures and form)	-Will add when web page is updated
-Other information/resources to consider adding: <ol style="list-style-type: none"> 1. Q&A/FAQs (common mistakes and how to avoid them) 2. Clear deadlines 3. Schedule of IRB meetings 4. Sample consent forms (include different types) <ol style="list-style-type: none"> a. pediatrics (young children) b. audiotape/videotape 	-Ongoing discussion

c. individuals with decreased cognition	
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3. *Next Meeting*

Each committee member will bring at least one FAQ/Common Mistake to consider putting on the website.

4. *Spring Semester Meeting Dates/Times*

Agreed to meet the first Thurs of the Month from 12-1PM in Wyatt 326. Meetings will be:

March 3, 2005

April 7, 2005

May 5, 2005

The meeting adjourned at 11:45. The next scheduled meeting of the IRB is Thursday March 3, 2005 from 12:00-1:00.

Respectfully submitted 2/09/05

Yvonne Swinth